

THE CONDO CONFERENCE

OCTOBER 4TH AND 5TH, 2019

ENERCARE CENTRE
100 PRINCES' BLVD, TORONTO ON

HOSTED BY



EXHIBITOR RULES/REGULATIONS/INFORMATION

This year's trade show will be a two-day format.

EXHIBIT HOURS:

Friday, October 4th 12:00 noon – 4:00 pm
Saturday, October 5th 9:30 am – 1:00 pm

LOCATION OF CONFERENCE AND TRADE SHOW

Energare Centre - Hall D, 100 Princes' Blvd., Toronto ON

EXHIBIT BOOTH

Each booth will be equipped with pipe and drape. Back wall curtain is 8' high and side-rail curtains are 3' high (curtains are flameproof drapes). Single booth size: 10' deep by 10' wide. Your booth will be carpeted, and each booth will receive (1) 6' table and (2) chairs.

Exhibitors must notify Show Management in writing if you do not require booth carpet and/or table and chairs.

Please note that some booths beside the front-facing doubles have an 8' high side wall, rather than a 3' high side wall.

MOVE-IN

Move-in will take place on Thursday, October 3rd between 2:00 pm – 8:00 pm; and/or Friday, October 4th between 8:00 am – 11:00 am. Your booth must be assembled, cleaned and ready for show opening at 12:00 noon on Friday October 4th.

In order to maintain a professional atmosphere at this year's conference, these rules will be strictly enforced by on-site trade show staff.

All displays and exhibits must be brought into the building via the loading dock - 100 Princes' Blvd - East Docks Energare Centre.

MOVE-OUT

Move-out will take place on Saturday, October 5th 1:15 pm – 5:30 pm

No displays will be dismantled before the official closing time.

It is dangerous for delegates attending the show and does not appear professional when booths are dismantled ahead of the official closing time. All exhibitors must arrange for the pick up of their exhibit materials immediately following the end of the show. All appropriate paper work and phone calls are the responsibility of the exhibitor.

The Energare Centre does not have facilities to store exhibit materials. Dismantling, loading and departure of displays and exhibits must be accomplished immediately following the conclusion of the function. If exhibits have not been removed from the Energare Centre by the time agreed upon, Stronco Show Services will have them removed at the expense of the exhibitor, and the Energare Centre will not be responsible for any loss or damage done during the removal. Failure to comply with move-out procedures may affect your ability to exhibit at future Annual Condominium Conferences.

ASSIGNMENT OF BOOTH SPACE

Location compatibility will be at the discretion of the Show Management.

SHIPPING

Display or exhibit materials can be shipped ONLY for arrival on the day of move-in and exhibitor staff MUST be present to sign for the delivery.

DISPLAY CONTRACTOR

The firm, Stronco Show Services, has been appointed Official Supplier of Exhibit Services and Equipment. Contact Stronco Show Services at 905-270-6767 or showstatus@stronco.com. An illustrated catalogue will be provided in your exhibitor package.

ELECTRICAL CONNECTIONS

All electrical services must be ordered directly from the Energare Centre. Order forms will be available on the conference website www.condoconference.ca/2019/.

INTERNET

Internet services can be ordered directly from the Energare Centre. Order forms will be available on the conference website www.condoconference.ca/2019/.

SIGNAGE

All signs must be contained in the boundaries of the space allocated. Signage/rigging services must be ordered directly from the Energare Centre. Order forms will be available on the conference website www.condoconference.ca/2019/.

SPACE RESTRICTIONS

All demonstrations, discussions or other activities, such as the distribution of descriptive literature of any kind, must be confined to the exhibitor's own booth. No exhibitor shall assign or sublet the whole or any part of assigned space. Exhibits in conventional booth spaces are not limited as to the type of exhibit installed, however, the approved maximum height for all regular booth display spaces is 8 feet, including signs. There can be no exception on this height limitation. So that the display value of an adjoining booth is not destroyed, sidewalls, fixtures, and other display material may be erected to the maximum height of 8 feet, only in that portion of the booth extending not more than 48 inches from the back-wall. From that point (48 inches from the back-wall), to the front of the booth, fixtures, tables, counters and other display material must not exceed a height of 50 inches.

SECURITY

Security is the responsibility of the client or exhibitor. The Annual Condominium Conference will provide overnight security ONLY for the exhibit areas, but assumes no responsibility for any products, displays or items within a booth. Those remain the responsibility of the individual exhibitor.

FOOD AND BEVERAGE

Only food items approved by Show Management and the venue can be served in the booths. Guidelines and approval forms will be posted in the Exhibitor Handbook.

FIRE PRECAUTIONS

No combustible decorations, such as crepe paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, and/or wrapping paper must be

removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other cloth decoration must be flameproof. All materials and fluids that are flammable are to be kept in safety containers. Open flames, butane, gas, oxygen tanks, etc., are not permitted.

LIABILITY & HOLD HARMLESS

It is the responsibility of each exhibiting company to provide Liability insurance certificates for the event. Detailed information will be available on the conference website www.condoconference.ca/2019/. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save ACMO, CCI-T, Stronco Show Services, and Energare Centre and its employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of Energare Centre and its employees, and agents. In addition, Exhibitor acknowledges that ACMO, CCI-T, Stronco Show Services, and the Energare Centre, do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption of property damage insurance covering such losses by Exhibitor.

ADDITIONAL BOOTH INFORMATION

Booths must have Exhibitor personnel in the booth during exhibit hours. Exhibitors will receive two badges per booth for personnel manning exhibit at no extra cost.

Additional booth personnel badges can be ordered at a cost of \$140 per badge (HST extra).

Exhibitors are entitled to lunch on Friday and Saturday and Friday refreshment break. Your exhibitor badge is not valid for the seminars. These sessions are for delegates only. If you wish to attend a session, you must register separately.

EXHIBIT INFORMATION

23rd Annual Condo Conference,
2233 Argenta Road, Suite 304,
Mississauga, ON L5N 2X7
Tel 647-925-0315 / 1-800-265-3263
www.condoconference.ca/2019/exhibitor
Email: exhibitors@condoconference.ca

Energare Centre – Hall D

Presented by: ACMO

